

**SECRET**

DPD 0568-59  
Copy 7 of 7  
21 January 1959

**MEMORANDUM FOR:** Security Officer, DPD-DD/P  
**SUBJECT :** Request for Advance Notification Obligations  
and/or Anticipated Expenditures  
**REFERENCE :** DPD 0452-59 dated 19 January 1959

1. It is requested that the Office of the Comptroller, DPD-DD/P be notified in advance of commitment by memorandum or other suitable documents (purchase orders, contracts or requisition) of expected expenditures such as the payment of \$20.00 to

25X1A

2. This procedure is necessary in order to establish an obligation on the financial books of record and in addition it is a statutory requirement which is further spelled out in Agency and other U. S. Government regulatory issuances.

/s/  
  
Comptroller, DPD-DD/P

25X1A

**Distribution:**

- 0 & 1 - Addressee
- 3 - Security file
- 4 - Att. to Vo. No. 757
- 5 - Proj. Pers. File
- 6 - Reading (Finance)
- 7 - Chrono. ✓

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